



Tax Compliance Auditor

Department: Commissioner of Revenue

Class Code: 1545

EEO Code: 22

FLSA: E

Effective: 01/07/2004

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty in insuring businesses located in the County file an annual Return of Business Tangible Personal Property with the Commissioner of Revenue's office, and that each return is thoroughly reviewed and processed for correct billing; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Audits annually submitted Business Tangible Personal Property returns and attachments from individuals, partnerships and corporations for proper reporting and classification of property; conducts audit of returns for all local taxes (i.e. Machinery & Tools, BPOL, etc); conducts field audits at business locations; takes physical inventory of business tangible assets; audits taxpayer's financial statements, schedules, tax returns and other pertinent financial records; determines proper business classification; drafts and sends correspondence to taxpayers or their financial representative; answers taxpayer's inquiries concerning filing requirements, classification of property and other tax related issues; drafts and issues legal summons to taxpayers; appears in court as an agent of the Commissioner of Revenue; compiles reports; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of relevant State and local tax laws, policies and procedures; of current accounting and auditing principles and practices; of general business and current office practices and procedures; knowledge of the formalized audit program in GAAS (Generally Accepted Auditing Standards).

Considerable skill in auditing financial records of businesses and in communicating effectively both in writing and orally with the public; in classifying business and personal property; in establishing and maintaining effective working relationships with internal and external customers; strong computer skills.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in accounting, business or related field and one year of business experience including experience in a tax related field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
